

Job title: Lecturer

Job Ref: RCCN000833

Department/Area: Health and Social Care / Strategic Development and Implementation

Closing date: Wednesday 6th January 2021

Main purpose: To deliver qualifications as part of the Developing Skills in Health and Social Care project.

The project, 'Developing Skills in Health and Social Care' is part funded by the [European Social Fund](#).

City College Norwich is currently recruiting lecturing staff to service the delivery of health and social care qualifications primarily as part of a European Social Fund (ESF) project, but to also support delivery within both Further and Higher Education courses as well as Apprenticeships as necessary, responding to the needs of the sector.

Posts can be fulltime, part time or sessional to suit individuals if the college can find the right mix to service our delivery requirements. Posts will be fixed term due to work being project based, however this will be kept under review in line with project targets and engagement, as well as the needs of the college and or sector. We are looking for individuals with a background in health and social care and we are particularly interested to hear from individuals with knowledge and experience in relation to:

- Dementia
- End of life care
- Managing a business in the health and social care sector

The project, 'Developing Skills in Health and Social Care' is part funded by the [European Social Fund](#). It is an ambitious 2-year project to improve the access to qualifications among the health and social care workforce across both Norfolk and Suffolk. The project involves a number of partners including both Norfolk and Suffolk County Councils and other training providers who lead on delivery. Qualifications delivered on the project will range from Level 2 through to Level 4, with contact time also allocated for 1-1 support of participants. The project also comes with Career Progression mentors who will work collaboratively with you to support participants on courses in a variety of different ways.

Although the sector has been, and continues to go through extremely difficult times due to Covid-19, there is still a huge appetite from the sector in terms of the support that this project is going to be able to offer to the workforce, and we are thoroughly pleased to be on board.

If the above appeals to you and you really want to make a difference to the Health and Social Care sector when it needs it most and share your knowledge and experience with HE students at City College Norwich, we would really like to hear from you.

Job Description

Title of Job: Lecturer

Section: Health and Social Care

Reports to: Director of Strategic Development and Implementation

Purpose: Responsible for teaching to groups of learners on a range of courses.

Conditions of Service: As set out in the Norwich City College Contract for Lecturing Staff

Salary: £28,686 - £34,263 per annum

Hours of work: 36 hours per week, 52 weeks per year

Annual Leave: Annual Leave entitlement is 42 days plus 8 bank holidays per annum

You will be required to undertake the following duties as required by your Head:

1. To undertake all forms of pedagogic work including (but not limited to) teaching and associated outreach duties.
2. To carry out all organisational and administrative work, preparation and marking associated with teaching responsibilities. To include (but not limited to) the provision of lesson plans, schemes of work and assessment schedules.
3. To contribute to College administration and the administration of education and training programmes.
4. To participate in staff appraisal and related activities and undertake staff development and training arising from this or from the needs of the College.
5. To participate in appropriate team and course meetings.
6. To provide initial curriculum related advice and guidance, and carry out interviewing, induction, assessment and examination (including invigilation activities) of students as required.
7. To undertake student attendance monitoring, follow up and liaising with vocational teams
8. To assist with the capture of student data relating to retention rates, examination and other assessment results, student progress, placement details, student destinations and student satisfaction surveys.
9. To maximise the use of college resources, including (but not limited to) the use of available ICT/ILT facilities, Blackboard (or other learning resource systems) and other materials available in the Learning Centres and Libraries to enable learners to achieve their potential.
10. To contribute to the College's quality assurance processes by monitoring, reviewing and evaluating all aspects of courses, and by implementing resulting actions for improvement.
11. To comply with any awarding body requirements for continuing professional practice within the curriculum area.

12. To participate in publicity and public relations events including open days.
 13. To implement good practice in respect of the College Equal Opportunities, Health and Safety, Child Protection and Data Protection policies.
 14. To carry out student tutorial duties, including monitoring progress of learning, action planning and target setting, and provision of advice and guidance.
 15. To undertake internal verification and liaison with external verifiers, in liaison with the Head.
 16. To provide student welfare and pastoral support and absence management.
 17. To participate in curriculum development work including identification of consumer requirements, planning, development and evaluation of courses and course materials and supervision of course provision.
 18. External liaison/co-ordination in relation to specific courses, including liaison with employers and other stakeholders, as appropriate.
 19. To take responsibility for the leadership and management of specific courses as Course Leader including:
 - The management of course teams and effective curriculum co-ordination including convening and holding regular course team meetings.
 - The provision and continuous updating of personalised Individual Learning Plans (ILPs) for all learners within the identified cohort on the course programme.
 - Ensuring that initial assessment and diagnostic assessment are undertaken and acted upon for all students. To ensure the provision of Additional Learning Support (ALS) is delivered where appropriate to student need.
 - Monitoring the success of designated courses within the curriculum area and providing direction, support and assistance to course teams and to individuals to improve success rates and other quality measures including completing programme reviews.
 - Co-ordinating the publicity and promotion of the academic programmes, in consultation with the Programme Manager and Head of School, in liaison with staff teams, including taster days, induction, parents' evenings and updating website information, marketing and publicity information.
 - The curriculum design/structure of the programme and the planning of modules as required by the examination bodies.
 - Allocation of staff, rooms and other resources required for the programmes, in conjunction with the Head.
 - Collating and presenting course review information and implementing quality improvement action plans.
 20. Carry out responsibilities, commensurate with your position, as defined within the College Health Safety & Welfare Policy.
 21. To undertake any other similar duties of this level as required by the Head and/or the Principal.
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Our Ways of Working at City College Norwich	
Open and Informative	Communicate the right information, to the right audience, at the right time, in the appropriate manner.
Respectful and Fair	To be fair, tolerant, supportive, offer impartial advice and listen to others, regardless of their background.
Creative and Positive	Provide creative and positive solutions and seek new ways to improve the working and learning environment.
Collaborative and Inclusive	Promote a collaborative and inclusive culture where leadership, teamship and followship are fully integrated, acting as a role model and demonstrating a high degree of commitment, belief and pride in the College and the College's vision.
Consistent and Responsible	Proactively take responsibility to deliver an outstanding service. Actively seek to support others.
Exemplary and Tenacious	Lead by example. Set exacting standards for continuous improvement (including, for example, industrial updating) via professional conduct to ensure continued student success.
Aspirational and Entrepreneurial	Contribute to the improvement of student experience and outcomes. Actively identify relevant sources of self-development and opportunities to share expertise and knowledge with colleagues.

Person Specification

Job Title	Lecturer	Location	Ipswich Road, City College Norwich
Department	Health and Social Care	Grade	Band 3 Lecturer
Reports to	Director	Post Reference	RCCN000833

Criteria	How Assessed? Application (A) Interview (I) Task (T)
Qualifications / Education / Training	
1. A qualified teacher (or the commitment to obtaining the appropriate qualification)	A
2. A Degree or equivalent qualification in relevant subject area	A
3. Level 2 Literacy and Numeracy qualifications or be willing to undertake and achieve within 2 years	AI
4. Assessor / Internal Quality Assurance qualification/s	AI
Experience	
1. Relevant industry experience	AIT
2. Recent and subject relevant teaching experience	AIT
3. Experience of 1-1 tutoring/mentoring of students	I
4. Experience and evidence of liaison with external agencies, including on ESF projects where possible	AI
Skills, Knowledge and Level of Competency	
1. An expert in the subject area and its assessment	AI
2. E-Literate and able to effectively utilise IT in the classroom and to deliver online, Virtual Learning Environments (VLE) and e-tutoring	AIT
3. Motivated with the ability to motivate others to succeed	I

4. Solutions provider, focused on outcomes	I
5. Employer engaged with demonstrable skills in building relationships with employers	AI
6. Creative, imaginative and entrepreneurial, able to differentiate and create enjoyable learning opportunities	IT
7. Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a College	I
8. Evidence of effective work with colleagues	I
9. Evidence of excellent communication and negotiation skills	I
10. Evidence of ability to maintain records and record information accurately, including on ESF projects where possible	AI
Personal Qualities	
1. A team worker with an adaptable and flexible approach to work	I
2. Persistent and resilient approach to work	I
3. Aspirational in the development of own career and inspirational role model	I
4. Enjoys working collaboratively and seeking collaborative opportunities	I
5. Committed to student success and supporting students to fulfil their potential	I
6. Continuously improving and commitment to own personal and professional development	A
7. Excellent interpersonal skills	I
8. Willingness to adapt and modify approach to meet the learner's needs	I